

**Matt Blunt**  
Governor



**Larry W. Schepker**  
Commissioner

State of Missouri  
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**Thomas J. Sadowski**  
Director

### **MEMORANDUM**

**TO:** Agency Payroll and Personnel Officers  
**FROM:** Division of Accounting  
**DATE:** October 3, 2008  
**RE:** November 28, 2008 Payroll

Our SAM II HR processing schedule for November calls for the last payroll of that month to be dated November 28, 2008. The Governor, by Executive Order, has closed state offices on this day, so those receiving payroll direct deposit will not be affected. However, employees still receiving paper checks will require additional agency attention for distribution.

Printed direct deposit advice statements and paper checks will be available after 1 p.m. on Tuesday, November 25th for distribution to the agencies. The paper checks must not be released to the employees until after 3:00 p.m. on Wednesday, November 26, 2008. The State Treasurer's Office is very concerned that checks dated November 28 could be presented to the bank prior to the check date. It is each agency's responsibility to control the release of the paper payroll checks.

Each agency should determine how to distribute their direct deposit advices to employees. Please remind employees that as of January 1, 2008, direct deposit or use of a paycard is mandatory for all permanent State of Missouri executive agency employees. All temporary executive agency employees are required to use direct deposit or a paycard if their employment duration is anticipated to be greater than three months. Exceptions to the mandatory direct deposit policy, SP-14, must be granted by the Commissioner of Administration via a request made to the Director of Accounting. In order to allow the prenote and direct deposit or paycard to be effective by the November 28 pay date, enrollment forms should be submitted as soon as possible.

If you have any questions, please contact Vandee DeVore at (573) 751-3289 or by email at [vandee.devore@oa.mo.gov](mailto:vandee.devore@oa.mo.gov).